

HRMS Password Standards

HRMS Password Requirements

1. Password must have eight (8) characters. It is case sensitive and must contain at least one (1) alphabet letter, one (1) number [0-9] and one (1) special symbol, such as * @ # \$.
2. Password will expire every 90 days and you will be required to change it.
3. Password may be changed by the user only once per day.
4. SAP remembers a user's last five (5) passwords and prevents them from being re-used by the user.
5. After three (3) failed login attempts the user's login ID will be locked and must be unlocked by a security administrator. If a password reset or unlock is needed, contact the WaTech Solutions Center at (360) 407-9400 or email solutionscenter@watech.wa.gov.

Timeouts: Logons will automatically timeout if left idle for more than 30 minutes.

Portal Password Requirements

1. Password must be at least eight (8) and no more than ten (10) characters. It is case sensitive and must include at least one (1) letter, one (1) number [0-9], and one (1) special symbol, such as * @ # \$.
2. Password will expire every 90 days and you will be required to change it.
3. Portal remembers a user's last nine (9) passwords and prevents them from being re-used by the user.
4. After five (5) failed login attempts the user's Logon ID will be locked. The Logon ID will be unlocked automatically every 15 and 45 minutes after the hour or after a password reset.